

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-018

OPENING DATE: 23 January 2004

CLOSING DATE: 9 February 2004

ANTICIPATED FILL DATE: 14 Mar 04

### POSITION TITLE AND NUMBER

Information Technology Specialist (ExcIndef)  
PDCN 70180000, MD #: 1213-715

### UNIT/ACTIVITY AND DUTY LOCATION

J6, HQ STARC, NCARNG, (DCSIM)  
Raleigh, North Carolina

### GRADE AND SALARY (Includes Special Rate)

GS-2210-09 \$46,175.00 – \$60,028.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT**: Must have 24 months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. *It is required that this statement be attached to the application.* Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to research and analyze data.
2. Ability to communicate orally and in writing.
3. Skill in organizing work in a logical sequence.
4. Knowledge of computer programming techniques, including Microsoft Access, SQL Server, Oracle, Frontpage (ASP).
5. Knowledge of computer systems and applications.

**CONDITIONS OF EMPLOYMENT**: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

**MILITARY ASSIGNMENT**: Assignment to a compatible Warrant or Enlisted position in the NCARNG is mandatory. (WO: 25, 420A, 918A; Enl: CMF 31,74)

**EVALUATION FACTORS USED**: Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** The purpose of this position is to manage the installation Information Management (IM) Resource Center to provide support to soldiers, units, and staff of the Army Guard Command. This support is provided by 1) managing all IM loaner equipment, 2) managing the IM technical reference library, 3) managing the IM self-service work center, 4) authoring and maintaining the state intranet HTML web pages, and 5) authoring new, or modifying existing databases. Receives work order requests and assists staff offices and units with databases. Authors new databases as needed and serves as the technical expert to assist with modifications to existing databases. Works to create linked databases throughout the state to make common information available to multiple users and functional staff offices. Works with the network control center (NCC) and with the automation security officer to maintain database security of confidential information. Authors and maintains the installation intranet HTML web site. Interfaces with all state staff offices and units to collect files, data publication, and current information, in an electronic format, to consolidate, organize and create interactive web pages with necessary hypertext links to produce accessible "online" information. Maintains and updates pages continuously. Works with the functional proponents of databases to convert those databases to interactive HTML/PTF web page files. Assists staff offices and units with technical advice and information for efficient data transmission into web pages. Manages all equipment and materials designated as IM "loaner" equipment. This equipment is designated to be loaned for temporary mission accomplishment and will include items such as computers, printers, cellular telephones, single lens projectors, overhead projectors, VCRs, TVs, sound systems, etc. The work in this mission area involves property and supply accountability, scheduling, operational serviceability and equipment preparation checks, and performing routine equipment maintenance. Maintains the skills of a technical expert in all operational aspects of the loaner equipment. This includes having a thorough knowledge of use of COTS and STAMIS software. Give thorough operational instructions to each user of the loaner equipment. Places orders as necessary to repair or replace unserviceable equipment and to maintain a stock of required operational supplies. Maintains the IM technical library for use by both IM staff and by external customers. Library consists of current Information Mission Area regulations, SOPs, policy letters, plans, and pamphlets, operational manuals for current (and past) information systems equipment and software as well as current copies of technical magazines, computer based training (CBT) materials and video training tapes/materials for installation software. Manages materials exactly as the IM loaner equipment and keeps materials current with changing regulations, policies, and technical advancements. Places orders for new materials as needed, maintains accountability and disposes of obsolete and outdated materials. Manages the IM self-service work center. This center include operational computer work stations that are made available to users to use computer or video training materials, work on special projects with standard office automation software (word processing, graphical presentations, etc.), create computer graphics, scan materials, perform color printing, and create or reproduce non-copy righted video tapes. Maintains the skills of a technical expert for the use of all work center equipment. Maintain equipment accountability; performs supply actions; maintains equipment; and instructs users with loaner equipment. Assists users with technical problems. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. The individual selected may be terminated from employment upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1